

Town of Montville Parks & Recreation Commission
310 Norwich New London Turnpike
Uncasville, Connecticut 06382

(860) 848-3030

Special Meeting Minutes

Town of Montville Parks & Recreation Commission
Monday, November 30, 2009
7:00 p.m. – Room 203 – Town Hall

1. Call to Order – Chairman Gwudz called the Special Meeting to order at 7:00 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese, Clark, Desjardins, DelaCruz, DeMitte, Gwudz, and Murtha. Also present was Town Council Liaison, Candy Buebendorf.

3. Discussion Regarding \$100 Refund to Cornerstone Baptist Church.

Motion made by Commissioner Desjardins, seconded by Commissioner DeMitte to refund Cornerstone Baptist Church \$100 paid for use of the facilities. Discussion: Chairman Gwudz discussed events to date regarding this facilities request. He indicated the pastor of the church had requested use of the facilities for use of the parking lot only for parking for his guests attending his daughters wedding. The fee was paid, and as it turns out, there were only six cars using the parking lot on that day. He stated the pastor has been a good neighbor who rents the facility several times a year and the Commission should return the rental fee for lack of use. They did not use the pavilion for this event, and therefore no clean up was required and there were no other requests for use of the pavilion on this date, so there was no loss of revenue to the Town. Commissioner Desjardins agreed, stating it is only fair to return the money to the pastor. Voice vote: 8-0, all in favor.

4. Development and approval of job description for Recreation Director.

Motion made by Commissioner Clark, seconded by Commissioner DeMitte to discuss and amend the job description for Parks & Recreation Director. Voice vote: 8-0, all in favor, motion carried. Discussion: Chairman Gwudz reviewed the entire job description and commissioners discussed various changes and suggestions for amendments. The following is the final draft of the job description for the Parks & Recreation Director as discussed and amended by the Commissioners at the November 30, 2009 Special Meeting

Parks & Recreation Director Job Description

Position Definition:

- Plans, organizes and directs a comprehensive group of recreational, social, and cultural programs, coordinates the care and maintenance of playing fields, park areas, recreation buildings, grounds and facilities.
- Provides administrative and technical assistance to the Parks and Recreation Commission.

General Duties:

- Plans and organizes work and programs according to seasonal schedule.
- Confers with the Parks and Recreation Commission to establish general policies and to review and approve programs.
- Establishes priorities as determined by need.
- Administers and supervises programs through professional, secretarial, seasonal and volunteer staff in the functional areas of recreation programming and design, and cultural activities.
- Consults with the Public Works Director on the acquisition and maintenance of facilities, materials, equipment, and field maintenance.
- Reviews program areas and implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current Parks & Recreation short/long term plan.
- Supervises the employment and performance evaluation of regular and seasonal employees.
- Works with the Parks and Recreation Commission in the preparation of brochures, news releases, and other public relations materials.
- Coordinates activities with town departments, private, recreational, civic, social, and cultural organizations.
- Supervises the collection and accounting of various fees and charges.
- Supervises the preparation and administration of the department's operating budget and capital improvement budget, with input and approval from the Parks and Recreation Commission.
- Prepares regular monthly narrative and statistical reports for the Parks and Recreation Commission.

Additional Duties:

- Plans agenda and meeting materials for the Parks and Recreation Commission.
- Responds to inquiries from the Parks and Recreation Commission and the public regarding department activities.

- Researches and prepares grant applications for parks, recreation and related requests to the State and Federal agencies for intergovernmental assistance.
- Develops specifications for the purchase of equipment, materials and supplies.
- Assures training and development programs for regular and seasonal employees.
- Participates in professional recreational organizations to maintain awareness of developments in the field of parks and recreation.

Supervised by:

The Recreation Director receives immediate supervision from the Mayor, and policy direction from the Parks and Recreation Commission.

Supervision Exercised:

The Recreation Director provides supervision to department staff, volunteers, interns, seasonal employees, and contracted services personnel.

Qualifications Profile:

- Minimum Education/Experience:
 1. Bachelor's degree or higher in recreation and park administration, or closely related field, with a minimum of five years of increasingly responsible experience in parks and recreation including supervisory administrative experience.
- Skills include the ability to:
 1. Perform and prepare an operating budget for a multi-faceted department.
 2. Prepare, maintain and execute an operating budget for a multi-faceted department.
 3. Prepare a short and long term capital improvement plan budget for the Parks and Recreation maintenance projects.
 4. Deal effectively with appointed and elected officials, members of the general public, members of the Parks and Recreation Commission, and the media.
 5. Prepare administrative reports in a clear, logical manner.
 6. Present ideas and policies to individuals and groups.
 7. Use a computer word processor, data base, spread sheets, and sports scheduling programs.

Physical Requirements:

The physical demands of this position described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical abilities should include but not be limited to the following; lifting, twisting, bending, standing, walking, sitting, and the ability to travel up and down stairs.
- The ability to lift and carry up to twenty-five pounds.
- The physical ability to lay out athletic facilities and to use all power and hand equipment pertaining to athletic facilities, parks, and storage facilities.

Special Requirements:

- Candidate must maintain a Connecticut motor vehicles operator's license.
- The ability to work long hours in extreme heat or cold. The flexibility to be on call in the event of an emergency.
- Basic First Aid must be obtained within the first six months of employment.

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change *****

Motion made by Commissioner Clark, seconded by Commissioner Cicchese to approve the job description as amended. Discussion: Commissioner Desjardins discussed possible conflicts with the Charter and inquired if the job description requires approval by the Town Council. Chairman Gwudz indicated it does not, but the Union may want to change or add wording to fit their needs because the position is a Union job. Voice vote: 8-0, all in favor, motion carried, job description approved.

5. Motion for Forward Job Description to Mayor for Final Approval

Motion made by Commissioner Clark, seconded by Commissioner DelaCruz to forward the approved job description for the position of Parks & Recreation Director to the Mayor for final approval. Discussion: Chairman Gwudz suggested the changes to the job description be emailed to the Commissioners for one final look prior to sending it out to the Mayor. Voice vote: 8-0, all in favor, motion carried.

6. Discussion and Development on Commission Involvement in the Hiring Process for the Replacement of the Recreation Director.

Motion made by Commissioner Clark, seconded by Commissioner DeMitte. Discussion: Chairman Gwudz stated the Commission should have the opportunity to review the applications for the position of Parks & Recreation Director and the Charter states the Commission will forward a minimum of three candidates to the Mayor for consideration. The Mayor has stated he will compile an interview committee consisting of qualified people from surrounding towns to sit in on the final interviews. Several commission members stated they would like the Mayor to include at least one member of the Parks &

Recreation Commission for the interviews. Chairman Gwudz stated he will check with the Mayor to determine if this is a possibility.

7. Discussion and Development of Sub-Committee for the Recreation Director Selection Process.

Motion made by Commissioner Gwudz, seconded by Commissioner Berardy to develop a sub-committee consisting of three regular members and one alternate member for the purpose of interviewing for the position of Parks & Recreation Director for the Town of Montville. Discussion: Chairman Gwudz requested the members think about who they would like to appoint to the sub-committee and the appointments will be made at the December meeting. A discussion was held regarding implementing a ranking system with a standard questionnaire for each of the candidates. Voice vote: 8-0, all in favor, motion carried.

8. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Murtha to adjourn the meeting at 8:15 p.m. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville